Transmitted via email

December 1, 2005

MINNESOTA BULLETIN NO. 120-6-6

SUBJECT: ADS - VEHICLE MANAGEMENT - OVERNIGHT STORAGE

Purpose. To remind employees on approvals needed for intermittent overnight storage of government vehicles.

Expiration Date. September 30, 2007.

Employees may be granted permission to store government vehicles at their place of residence provided approval is obtained in advance (3 days notice) and meets the criteria listed under Item 8 of Form AD-728. Under the "Description Block" – employees are to explain their respective situation which makes overnight storage of the government vehicle advantageous to the government. Approval can only be granted for temporary storage provided it is infrequent or cannot be foreseen. Requests for more than 2 consecutive days require additional justification before approval is given. ***Employee must have an approved request for overnight storage prior to the government vehicle being removed from the authorized parking facility.*** This is in accordance to GM120, Part 405.

Field staff must have their ASTC (FO)'s approval **PRIOR** to storing the government vehicle overnight. The State Conservationist (STC) will approve all requests from the ASTC (FO). State Office employees must have the approval of their supervisor prior to submission to the State Conservationist (STC). When the AD-728 is signed and approved, submit to ADS for further processing.

It is anticipated that last minute requirements and or situations may occur and as such result in a much shorter approval cycle, less than three days. When and if this takes place, such request will be handled on a case by case basis and on its own merit.

Contact Laurie Otte, Management Services Specialist, if you have questions.

WILLIAM HUNT
State Conservationist

DIST: AE